

**MINUTES  
TOWN OF LAKE CLARKE SHORES  
HYBRID TOWN COUNCIL MEETING  
APRIL 13, 2021**

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**1. Call to Order**

- A. Mayor Rodriguez called the meeting to order at 6:40 PM. (meeting was delayed due to technical difficulties).

The following officials were present:

Valentin Rodriguez, Jr., Mayor  
Paul R. Shalhoub, Vice Mayor  
Robert M. W. Shalhoub, President Pro Tem  
Gregory Freebold, Council Member  
Albert Pavon, Council Member

- B. Moment of Silence, Invocation, Pledge of Allegiance

Mayor Rodriguez requested a moment of silence for resident Steven Buettner, for Wayne Villavaso, prior landscape architect for the Town and for those who passed away within the past month due to COVID-19. Mr. Charles Schoech gave the invocation. Mayor Rodriguez led the Pledge of Allegiance.

- C. Oath of Office was administered to

Council Member Group 1 – Gregory Freebold by Charles Schoech  
Council Member Group 2 – Paul R. Shalhoub by Robert M. W. Shalhoub

- D. Reorganization of the Town Council

Nominations for Mayor, Vice Mayor and President Pro Tem.

Mayor Rodriguez noted that the Town Council reorganizes each year. He opened the floor for nominations.

**Council Member Pavon made a motion to appoint Paul R. Shalhoub as Mayor, Robert M. W. Shalhoub as Vice Mayor and Gregory Freebold as President Pro Tem, seconded by Council Member Freebold; Motion approved (5-0).**

The meeting continued with Mayor Shalhoub presiding.

**2. Approval of Agenda**

**Motion made by Vice Mayor Shalhoub to approve the Agenda, seconded by President Pro Tem Freebold; Motion approved (5-0).**

### **3. Consent Agenda**

- A. Approval of the Minutes of the March 9, 2021 Town Council Meeting.
- B. Approval of Resolution 2021-09 – Strongly opposing Senate Bill 60 and House Bill 883 which unnecessarily prevents Municipal Code Enforcement Departments from investigating anonymous code enforcement complaints.
- C. Approval of Resolution 2021-10 – Appointing alternate members to the Parks and Recreation Advisory Committee.
- D. Approval to increase the authorization for work done by AECOM by \$75,000 for work to oversee construction of the Lawrence Road water main and other tasks.
- E. Approval of a short term lease agreement (5 months) of 5 License Plate Reader cameras from Flock Safety in an amount not to exceed \$6,500 and approving the Town Manager to sign the agreement after legal review and approval.
- F. Proposal from Hoffman Engineering ITS in the amount of \$22,140.00 for Pine Tree Bridge Reconstruction – Temporary MOT Signal Design. Giving consent for Town Manager to sign agreement.
- G. Approval of Second Amendment to the Employment Agreement of Daniel P. Clark, P.E., Lake Clarke Shores Town Administrator, and renewal of Employment Agreement, as amended, for an additional five year term.

**Motion made by Vice Mayor Shalhoub to approve the Agenda, seconded by President Pro Tem Freebold; Motion approved (5-0).**

### **4. Presentations**

- A. Utility Rate Study – Joe Williams and Rob Ori, Raftelis

Mr. Williams noted that Mr. Ori was unable to attend the meeting. Mr. Williams discussed the forecast model, the sufficiency of the water and wastewater revenue at existing rates, the recommended rate adjustments, the sufficiency of the water and wastewater revenue at the recommended rates, the fund balance forecast, compared the consumption rates of various utilities in the area, noted the pass-through rates and gave their recommendations. He noted that the Town was expecting to receive funds from the American Rescue Bill to fund wastewater improvements. If the funds do not become available, the Town could obtain debt funding to spread the costs of the improvements. He also noted that a septic to sewer conversion program was not included in this study.

He suggested that the rate study be updated in two or three years to make sure that the recommended rates are adequate and meet the Town's needs. He also noted that the

Town would need to hold public hearings prior to any rate increase other than increases that are associated with pass-through rates.

It was noted that the Town Council will consider the information provided and possibly schedule a public hearing sometime this summer.

Mayor Shalhoub thanked Mr. Williams for his work on the study.

## **5. Quasi-Judicial Proceedings**

A. None

## **6. Public Hearing**

A. None

## **7. Unfinished Business**

A. None

## **8. New Business**

A. First Reading of Ordinance 2021-02 – Amending Chapter 62, Utilities, Article IV, Stormwater.

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE CLARKE SHORES, FLORIDA, AMENDING CHAPTER 62 UTILITIES, ARTICLE IV. STORMWATER IN PART TO PROVIDE FOR REVISED DEFINITIONS; TO DELETE REFERENCES TO INDUSTRIAL ACTIVITY; TO CLARIFY ILLICIT DISCHARGE PROHIBITIONS, EXCEPTIONS AND NOTIFICATION; TO REPEAL DUPLICATE PROVISIONS; TO REVISE ENFORCEMENT PROCEDURE BY PROVIDING WARNING NOTICE, NOTICE OF VIOLATION, APPEAL, ABATEMENT BY THE TOWN AND COST OF ABATEMENT; PROVIDING AUTHORITY TO CODIFY; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**Motion made by Vice Mayor Shalhoub to approve the first reading of Ordinance 2021-02, seconded by President Pro Tem Freebold; Motion approved (5-0).**

B. Performance Review and Goal Setting – Daniel Clark

Mr. Clark noted the difficulties with the audio/video equipment. He apologized for the problems and noted that staff will be working to solve the issues, so that the system will be operational before the next meeting takes place.

Mr. Clark noted that significant improvements have been made to the Town's operations and assets within the last two years. He noted that the Town has maintained near normal business operations, in spite of the CODIV-19 pandemic. He also noted that staff has been working to implement new programs to provide better service to residents and customers.

He discussed his priorities and goals for the Town to take place over the next twelve months including obtaining Federal monies to help fund various projects, implementing new accounting procedures, promoting and strengthening the CRA, continuing work on annexation, developing an end of life plan for the Surtax Infrastructure Fund, continuing utility and park development and continued support of the Blueway Trail Initiative.

Vice Mayor Shalhoub noted the remarkable success that the Town and staff have accomplished. He also noted that he would like to see the Blueway Trail Initiative be a higher priority on the list.

Mayor Shalhoub stated that he appreciates all of the work that Mr. Clark and his staff have done.

## **9. Audience Comments**

A. Emailed Questions/Comments – None

B. Written Questions/Comments – None

C. Verbal Questions/Comments –

William Murphy, 1841 Evergreen Drive – noted a lake clean-up will start on Friday, April 16<sup>th</sup>. He noted that a dumpster will be placed at the boat ramp for the next two weeks so that those who want to participate can dispose of their collected items. He encouraged everyone to help clean up the waterways in Town.

## **10. Status Report**

Assistant Chief Sal Abruscato was sitting in for Chief Smith – he noted the reorganization of the Town Council and congratulated Mayor Shalhoub, Vice Mayor Shalhoub and President Pro Tem Freebold on their new positions.

Mr. Schoech – did not have any comments at this time.

Vice Mayor Shalhoub discussed the construction related damage to the 10" water main as noted in the AECOM's Status Report. He asked Mr. Schoech if the Town will be reimbursed for any expenses incurred in repairing the damage. Mr. Schoech noted that the contractor has been very prompt in fixing the problem. Mr. Clark noted that the Town will not be charged for this repair.

Mr. Clark – noted that the agreement with Hoffman Engineering ITS that was on the consent agenda. He noted that temporary lighting will be necessary once the Pine Tree Bridge reconstruction begins. Hoffman Engineering will oversee the lighting project.

## **11. Council Comments**

President Pro Tem Freebold – congratulated Mr. Clark on his new contract and the Mayor and Vice Mayor on their new positions on the Council.

He asked Mr. Clark about the status of the Blueway Trail designation. Mr. Clark noted that the Blueway Trail has received it's designation from the State which should make it easier to obtain funding for the project.

President Pro Tem Freebold noted that he received a letter from Mrs. Rafter stating that she was very pleased with the way that the Utility Department handled the water main break near her home. He thanked the Utility Department for all the work that they do for the Town.

Council Member Pavon – noted the Council re-organization and congratulated the new Mayor, Vice Mayor and President Pro Tem.

Council Member Rodriguez – congratulated Mayor Shalhoub on his appointment as Mayor and noted that it was nice to see his family present as he was sworn into office.

He noted that the past year had been hard due to the pandemic. There were people in Town who became sick with COVID-19 and some passed away, but overall the Town has come through. He noted that he signed 54 emergency orders regarding COVID-19 during the time that he had been Mayor and that he was looking forward to things moving ahead.

He noted that the Town Council gets along well, that lots of things are getting done and that Lake Clarke Shores is a great place to live.

Vice Mayor Shalhoub – noted that he provided the Oath of Office to his son four years ago and was proud to do it again this year.

He noted that the Town has not done a rate study in many years.

He congratulated the new Mayor and President Pro Tem and thanked the Town staff for all their work.

Mayor Shalhoub – thanked Council Member Rodriguez for the wonderful job that he did during his two year term as Mayor. He thanked the residents for allowing him to continue to serve them and noted that he is honored to serve as their Mayor.

He noted that the problem with debris being place on the roadways has lessened. He thanked the Police Officers for the great job that they are doing for the Town. He also

gave kudos to the Utility Department for repairing the water line break and re-sodding the area within two days after the break was repaired.

He congratulated Ms. Claudine Vasseur and Ms. Christina Seal on their appointments to the Parks and Recreation Advisory Committee.

He noted that the League of Cities is appointing members to various committees and encouraged the Town Council to sign up for one of the positions.

## **12. Adjournment**

**Motion made by Council Member Rodrigues to adjourn the meeting at 7:51 PM, seconded by President Pro Tem Freebold; Motion approved (5-0).**

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Paul R. Shalhoub, Mayor

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Mary Pinkerman, Town Clerk